

CHELAN COUNTY REGIONAL JUSTICE CENTER

PRISONER ORIENTATION & BEHAVIORAL GUIDELINES (revised 09/2019)

MISSION STATEMENT: *to protect the rights and safety of our community, resident inmates, and staff through effective correctional programs, strategies, operations, and partnerships*

(CONTENTS OF THIS HANDBOOK ARE SUBJECT TO CHANGE WITHOUT NOTICE)

INTRODUCTION

You have been booked into the Chelan County Regional-Justice Center on a charge(s) that requires your detention and availability to the courts until the charge(s) has been dismissed or satisfied through a court judgment or you post bail/ bond if applicable. While you are detained in Jail, you are responsible for following the rules, regulations and procedures in this handout and any information or posted notices. **Chelan County Regional Justice Center has a ZERO TOLERANCE policy towards PREA. Refer the PREA section of this handbook for further information.** All content subject to change based on the policies enacted by the Director or his designee(s) without further notice.

EMERGENCIES

In the event of an emergency in your housing unit, get the attention of the floor deputy by using the call button in your cell or dayroom or by calling loudly for, “**HELP**”. When the deputy arrives, state the emergency then **STAND CLEAR**. If the deputy requests your help, respond to the request in a quick and cooperative manner. During emergencies, quickly respond to all directions and orders given by staff.

LEGAL REPRESENTATION

Everyone booked into the Chelan County Regional Justice Center is entitled to legal counsel. If you do not have an attorney and cannot afford one, you should ask the judge at your first court appearance to appoint counsel for you. The judge will determine whether you qualify for a public defender and whether some or all of the financial responsibility will be yours.

BAIL OR BOND

Bail may be posted 24- hours a day by cash or bonding company, however there are hours that bonding agents are not allowed in the facility. The facility is closed from 5:00-7:15 AM, 4:30-5:30 PM, 6:45-7:15 PM, and 11:00 PM-12:15AM. You may call a bondsman after you have completed the booking process. (the charge is approximately 15% of the bail amount) See posted listing of Bonding Companies.

A-AFFORDABLE BAIL BONDS	509-663-3300
AA FAST BAIL BONDS	509-885-4569
ALL-PRO BAIL BONDS	509-665-5911
ABLE BAIL BONDS	509-663-4100
LACEY O'MALLEY BONDS	800-660-5245
REGAN BAIL BONDS	888-787-2245
SCHROEDER BAIL BONDS	509-665-6666
RING N SPRING	509-452-2284

PERSONAL RECOGNIZANCE RELEASE

A personal recognizance release (PR) does not require the posting of cash bail or bond. It is a release based upon your honor to appear for future court proceedings. The court will consider such factors as employment, ties to the community, permanent address, charges, prior record, etc.

The Chelan County Regional Justice Center does not currently issue PR bonds; they must be granted by the Judge at your first appearance.

FIRST APPEARANCE COURT SCHEDULE

M-F except holidays

Chelan County District Court M-F except holidays

Chelan County Superior Court M-F except holidays

East Wenatchee Municipal Court . . . M,W,F except holidays

****All court cases other than first appearance are scheduled by the courts. ****

DAILY ROUTINE

Formal Counts will be conducted daily. At each meal and at lockdown there will be a physical count. Comply with the directives given by your Floor Deputy. Bed checks will be conducted every morning M-F excluding holidays. All inmates are expected to have beds made, be dressed in full issued uniform (shirt, pants, shoes), and stand by their bunk at this time. You must keep your living area clean. General population units are issued cleaning supplies which are refreshed once each day by the floor Deputy. Segregation cells may request a cleaning cart daily. Inspection of the units will occur daily. Inspection includes cleanliness, security, and behavior of the housing unit. You can ask for soap, toothpaste, and toilet paper during daily bed checks. When the final evening lockdown is called you are expected to go to your bunk or room and keep quiet. Lights in all housing units will be turned on at 7:00 AM and turned off at 10 PM each day. Quiet hours are 11PM to 500AM excluding weekends and holidays.

INITIAL ISSUE ITEMS

If you are unable to post bond or be released in a timely manner, you will be placed into housing. You will be dressed in and issued the following property as available: (1) set of inmate clothing, (1) set of shoes, (2) blankets, (1) sheet, (1) towel, (1) cup, (1) spork, (1) hygiene pack (consists of comb, bar of soap, toothpaste, and toothbrush), (1) phone pin card, (1) mattress, and approved personal clothes. You are responsible for these items. All items issued, unless otherwise noted, are to be returned upon your release or you

may be charged for those items that are missing. You may also be charged for any jail property that you destroy or damage; therefore, it is in your best interest to keep track of these items and keep them in good condition

ALLOWED PERSONAL CLOTHING

If you have personal clothing at the time you are booked into jail, you will be allowed to keep items such as socks, underwear, tee shirts, thermal tops, and thermal bottoms during your incarceration. Clothing items with pockets will not be allowed. All shirts/thermals must be either white or off-white without logos or writing of any kind, and no sleeveless shirts or metal items such as underwire bras will be allowed. Personal laundry items will be washed by jail staff on Tuesday and Friday mornings. No more than four of each type of clothing item will be allowed.

YOUR HOUSING

Classification Staff will decide what housing area to put you in. This will be decided based on your current charge, age, health, history of violence, criminal history, past and present institutional behavior. If you disobey rules here, it will affect the housing area that you are put in and will become part of your record.

ADMINISTRATIVE SEGREGATION & DISCIPLINARY SEGREGATION

Inmates who require special housing to ensure their safety, the security of the facility or the safety of other inmates in general population will be housed in Administrative Segregation. This is a level of custody into which an inmate may be classified as a result of staff determination that the inmate presents a substantial risk to the security or order of the institution or safety of the inmate or others. Inmates in this category require separation from the general population and strict supervision in a highly structured, controlled setting. Inmates who break the rules of the facility, are infracted, found or plead guilty will be placed in Disciplinary Segregation. While on Disciplinary Segregation status, you will be allowed only initial issue items, religious material, and hygiene items in your cell.

CONTRABAND

You are prohibited from having in your possession or under your control, including in your cell, any item or items that are not issued to you or authorized by the Chelan County Regional Justice Center or purchased by you through commissary. Any issued or authorized item that is possessed in unauthorized quantity will be considered contraband. Any authorized item which is altered to be used other than intended will be considered contraband. Commissary items of which the original contents have been used/consumed are to have the packaging disposed of immediately or it will be considered contraband. IE: Soup cups, chip bags, tortilla bags, tablet cardboard,

shampoo bottles, etc. Scheduled or random searches may be conducted at any time.

CHELAN COUNTY REGIONAL JUSTICE CENTER FEES

COURT COMMIT FEES:

- A. **Daily Bed Rate** Out of County Sentence – non-residents (not a registered voter in Chelan County)

WEEKENDER FEES:

Fees for the entire program are to be collected **PRIOR** to starting the program.

- A. \$125.00 Processing Fee
- B. \$75.00 Weekender Fee starting the 2nd weekend and subsequent weekends remaining
- C. Daily Bed Rate for Out of County Commitments.
- D. Any outstanding Work Release/Weekender fees

PHOTOCOPYING FEES: Refer all public requests for photocopies to the receptionist/records department. The jail charges \$0.15 per page.

NOTARY SERVICE FEES: \$15.00 PER SIGNATURE.

Send a note to records if you need a notary, payable in advance.

WORK RELEASE AND ELECTRONIC HOME MONITORING FEES:

Refer inquiries to the Work Release/EHM office.

COURT ORDERED UA FEES: \$20.00

FURLOUGH ESCORT FEES: \$100.00 per hour per deputy, with a minimum of 4 hours. Medium and Maximum custody inmates have to have a minimum of two deputies at all times.

INMATE WORKER

The Chelan County Regional Justice Center Inmate Worker Program is offered to selected minimum/medium custody inmates who meet the established criteria for inside or outside worker positions. If you meet the criteria to be an inmate worker, your name will be placed on a waiting list for the next available opening. **This is a volunteer worker program only.** It is not mandatory. Eligible participants will be screened by CCRJC Classification prior to being housed in an Inmate Worker unit. All participants are supervised by Corrections Staff or other authorized & trained staff in their assigned positions which includes; food service, facility janitors,

painters, floor details, car washers, and outside labor functions. All inmate worker positions are closely monitored and work performance is evaluated regularly. Those inmates that meet the criteria will be placed in positions by Food Service or Corrections Staff according to the needs of the facility. You do NOT have the right to pick or choose any position. If you are offered a position and refuse it, or refuse to work, your name will be removed from the list of eligible candidates.

If you are revoked from the Inmate Worker Program, you MAY reapply. It may be up to 30 days before a decision is made. There is no guarantee you will be selected as an inmate worker again.

CHELAN COUNTY WORK RELEASE

Work Release is a court approved, minimum security alternative incentive program. Work Release is designed to re-introduce inmates into society and allow them to become a positive member of the community by regaining employment and attending treatment programs as directed by the court.

CRITERIA: You must be Court and CCRJC approved for Work Release on all charges/holds, be able to pay processing fee and the first weeks fees in advance, pass a drug screening test and not be on disciplinary status or maximum custody status. Court approval does not guarantee acceptance into this program

CHELAN COUNTY ELECTRONIC HOME MONITORING

Electronic Home Monitoring (EHM) is a court ordered low to minimum security alternative home incarceration program. EHM is unique in that the inmate is incarcerated at their residence. This program allows selected inmates to actually complete their jail time in the community while working and attending to the commitments of everyday life. The program monitors the offender by GPS anklet. EHM alleviates overcrowding of the facility by placing the individuals in their homes.

CRITERIA: You must be Court and CCRJC approved for EHM on all charges/holds, be able to pay processing fee and first weeks fees in advance, pass drug screening test, be minimum custody and not be on disciplinary status. Court approval does not guarantee acceptance into this program

CHELAN COUNTY WEEKENDER PROGRAM

The Weekender Program is a court and CCRJC approved, minimum/medium security alternative sentence program. The Weekender Program is designed

to allow offenders to maintain their regular employment while serving their sentence on days off in two-day increments.

CRITERIA: You must be court and CCRJC approved to apply for the Weekender Program on all charges/holds, meet program guidelines, be able to pay booking and processing fees, pay all daily fees in advance, and have no current disciplinary problems or classified as maximum custody. Court approval does not guarantee acceptance into this program

If you are revoked (and not for disciplinary reasons) from any CCRJC program, you may request the Revocation Review Committee to review your revocation within 7 days. This review will determine your eligibility status for future programs.

INTERCOMS

Use the dayroom/room intercoms for emergencies only. Excessive use of a call button is an infractable offense.

KEEPING CLEAN AND HEALTHY

Colds, hepatitis and serious diseases can spread quickly in jail. Washing your hands after using the toilet and before meals can help a lot. Don't share cups or spoons. Having sex, sharing razors or other sharp things is against the rules. This can spread diseases. You should shower each day. You must keep your living area clean and neat. You may be required to help keep other areas clean.

RELIGIOUS PROGRAMS

You have the right to practice your religion. Clergy may visit you on your regular visiting days. Religious services are held in the facility by the Jail Ministries Program.

MEDICATIONS

Medical staff will observe you swallowing your medications when the medicine cart comes around 3 times a day. You are subject to disciplinary action, loss of medications, or a "crush/float" order if you attempt to save medication at any time. There are no medications allowed in your cell area unless specifically approved by the Medical Staff. You are responsible for all prescription medications, outside referrals and any follow up care upon release. Medical Staff does not allow or give out narcotics. Name brand medications may be substituted with a generic equivalent (if available) if the jail is providing your medication for you. If you are on medication or need medical attention, it is your responsibility to get in line when medical staff comes to the housing unit.

HEALTH SERVICES

Per RCW 70.48.130, Prisoners are financially responsible for the costs of their medical care. However, you will not be denied emergency medical care due to lack of funds. Intake physicals are on an as needed basis as determined by our medical staff, at no cost. If it is determined that a physical needs to be

conducted, this will occur within (3) three business days of arrival to the facility.

TELEPHONES

Are available in each housing unit. These phones are collect call, outside prepaid, or by transferring money from your commissary account to your phone account, except the number to the public defender's office or bondsman. Only legal calls are allowed outside the housing unit by attorney request, after booking is completed. You cannot call numbers with collect blocks or numbers that are blocked for other reasons. Prepaid calls are available by having a friend or family member call 1-866-516-0115. It can take up to (2) two business days for money transferred from your commissary account to show up on your phone account. For refunds of unused funds **AFTER** release (for funds placed on your account outside of the facility) you must call 1-866-516-0115. Unused minutes purchased through commissary are transferred back to your account at your release.

MAIL

CHELAN COUNTY REGIONAL JUSTICE CENTER
401 WASHINGTON STREET LEVEL 2
WENATCHEE, WA 98801

Mail will be picked up/ sent out weekdays between 8:00AM and 9:00AM. You will not be considered indigent for mail purposes if you have the ability to purchase commissary items. This includes any money transferred to your Telmate account from your commissary account. If you do not have money, (5) five standard, first class letters may be sent out each week free of charge (excluding legal mail which has no limit). If you are indigent you can request an indigent packet of soap, toothpaste, writing paper, envelopes, and pencils on Wednesdays and Saturdays. All outgoing mail must have FULL name (as booked) on the envelope in the upper left hand corner. No pictures, illustrations, or writing other than name and address, will be allowed on the front of the envelope and may be returned to you until corrected.

**YOU MAY NOT SEND MAIL TO OTHER INMATES INCARCERATED
IN THIS FACILITY OR ANY OTHER CORRECTIONAL FACILITY
UNLESS APPROVAL IS GRANTED BY THE DIRECTOR OR
DESIGNEE.**

WAC 137-48-030 Inspection of Mail (1) All mail intended for or to be sent by an inmate, excluding legal mail, may be inspected at any time by the Director or designee(s). Mail may be disapproved for receipt or transmittal in accordance with WAC 137-48-040 you may receive publications (periodicals, magazines, paperback books, pamphlets) by subscription only from the publisher or equivalent national distributor. Publications that are considered pornographic, gang-related, contain nudity or partial nudity, or deemed a threat to the safety and security of the facility will not be allowed

Mail sent to you will be opened. Anything that you are not allowed to have will be returned to sender or placed in your property, unless illegal to possess. No lipstick, perfume, stickers, ect will be allowed on the incoming/outgoing mail. You will receive a Mail Denial Notice if this happens. Mail from your

attorney will only be opened in front of you- but it must be marked "Legal Mail".

NO CHECKS OF ANY KIND WILL BE ACCEPTED THROUGH THE MAIL. THEY WILL BE RETURNED TO SENDER. CASH/MONEY ORDERS ARE STILL ACCEPTED.

Money may be placed on your account at the Kiosk in the jail lobby 24 hours a day using cash, debit, or credit card. Also, you may add money to your account by calling Smart Deposit at 1-866-394-0490 or online @ www.smartdeposit.com. To be sure you receive mail promptly it should have the full name you were booked under along with the Sender's full name and return address. Photographs will only be accepted if they are deemed not to be offensive, are not of a sexual or provocative nature, do not contain nudity or semi-nudity, do not contain any gang references, and do not display guns, drugs or drug paraphernalia. Polaroid or multiple layered photos will not be accepted. No more than 12 individual photos will be allowed per inmate in any cell or housing unit. Photos shall not be larger than 8"X10"

GRIEVANCES/GUIDELINES FOR FILING GRIEVANCES

The Chelan County Regional Justice Center offers a wide variety of correctional options and programs. All inmates shall have a grievance procedure to express grievances without fear of reprisal. Inmates shall first attempt to resolve the grievances on an informal basis with the Floor Officer of their housing unit. If, in the opinion of the inmate, the matter is still unresolved, the inmate shall be permitted to file a formal written grievance. Housing is NOT an issue that may be resolved through the grievance process. Grievance forms shall be obtained from a Floor Officer. No grievance will be accepted if it contains obscene language or sexual connotations that do not *directly* apply to the matter being grieved, nor will abuse of the grievance system be tolerated. The inmate shall complete the form, *sign it*, and give it to a Floor Officer who will *sign that they have received it*. The Inmate Grievance Follow-Up Form is used to document what efforts were made by the Floor Officer to resolve the problem or complaint. This portion of the form is not provided when completed, and is for information of the Resolving *Sergeant/Corporal*. The grievance is then forwarded to the Supervisor *on duty*. The shift Supervisor *will* make every effort to resolve the grievance then forward to the *Chief of Operations*. *Should the Supervisor be unable to resolve the grievance, he or she will forward to the appropriate department: Medical, Classification, Food Service, Administration etc. for further response.* Inmates will receive a written response within seven (7) working days excluding weekends and holidays. If there is any additional delay, the inmate will receive notification explaining why the delay is necessary. Any grievance still pending a response when the inmate is released will be processed and the response will be available seven business days after submission at the reception area of the facility from *8:30 a.m. thru 11:30 a.m. and 1:00 p.m. thru 4:30 p.m.* Monday through Friday. The response will be held at the front desk for 30 days *from the corresponding release date*. If not picked up by then, it will be returned to the Chief of Operations for immediate disposal *or filing at his or her discretion*. If the inmate is transferred to

another facility, the response will be forwarded. If an inmate wants to appeal the resolving Supervisors grievance response, they may appeal in writing on a second grievance form, writing in bold letters on the top, “**APPEAL**”. The appeal should be submitted in the same manner as the original grievance. The Director or Chief of Operations will respond to the grievance appeal. Their decision is final and no further course of appeal is available in the Chelan County Regional Justice Center.

No answers will be given to requests that contain profanity, obscenity or a collective protest or petition. **Do not put more than one request on each grievance, as they may need to go to different departments.**

CLASSIFICATION

You will be interviewed and classified based upon your behavior, current charge and past criminal history. You will be assigned a custody level, dressed in a corresponding colored uniform and given a housing assignment to be determined by the Objective Jail Classification deputies. Your custody level is subject to review every 60 days, and may go up or down based on your behavior and any changes in charges.

PROPERTY

The Jail will accept clothing for scheduled jury trials (2 sets maximum). Prior approval of the Shift Sergeant is required before the clothing will be accepted. The Jail is not responsible for loss or damage of personal property including clothing. Property or money may be released at no charge within the first 24 hours of being in custody. If you have been in custody over 24 hours, a \$10.00 fee will be charged for any and all property releases, except releases to your attorney or a bondsman. Personal property left at the facility 60 days after release will be disposed of. Prisoners being transported to the Department Of Corrections will be given the opportunity the day of transport to bag their personal belongings that can't go with them, and leave a name of whom may pick them up. EBT/Qwest cards, Direct Express M/C, driver's license/identification, and Social Security cards will not be released under any circumstances.

COMMISSARY

Commissary is ordered by using the phone in the housing unit. Orders may be placed seven days a week. The cutoff day/time for Friday delivery is Tuesday night when the phones shut off. You must have sufficient funds on your account when you place your order. Once you place your order, it cannot be cancelled. Money deposited after the cutoff day/time will not be available for commissary purchase until the following day. If released prior to commissary delivery, it must be picked up within 72 hours. Credits will be applied within five business days following delivery, unless that day is a holiday by the commissary company (NOT THE JAIL).

WARNING: HAVING MONEY PUT ON SOMEONE ELSE'S BOOKS TO AVOID PAYMENT IS AN INFRACTABLE OFFENSE.

TELEVISION SETS

Television is a privilege. TV's will be turned on in the morning and off at bedtime. Corrections staff may turn them off at anytime if the inmates don't follow rules, the area isn't clean or for other reasons. The TV will be turned off if there are any issues or arguments over it.

MEAL SERVICE

Served at 5:30AM, 12:00PM and 5:00PM (approximately) Only one meal allowed for each prisoner. Due to sanitation issues food must be eaten at mealtime or discarded - **RETENTION OF FOOD/DRINK ITEMS OR CONTAINERS IS AN INFRACTABLE OFFENSE.**

Prison Rape Elimination Act (PREA) Procedures

- A. Offenders are advised that CCRJC has a policy regarding Prison Rape Elimination Procedures. Within this policy there are provisions describing:
 - 1. CCRJC has zero tolerance for illegal sexual behavior or harassment between inmates or between staff and inmates.
 - 2. CCRJC will provide for self-protection of inmates, including prevention and intervention regarding any reported incidents.
 - 3. Treatment and counseling for any inmate involved in these activities.
 - 4. Protection from retaliation.
 - 5. Disciplinary actions for making false accusations.
 - 6. The primary message is that sexual behavior or harassment is not tolerated and if reported CCRJC will take steps to investigate, protect, discipline and interview appropriately.
- B. Facility/housing assignments will follow a screening review in an effort to provide information to help avoid having known sexual predators assigned to cells with known sexual assault victims.
- C. Inmates or their families may report any allegation of sexual assault/rape or sexual misconduct in writing or verbally to any CCRJC staff, contract staff, or volunteer, any law enforcement agency.

Staff Reporting Procedure/Initial Notification

- A. CCRJC Staff, contract staff and volunteers who receive any information, regardless of its source, concerning sexual assault/rape or sexual misconduct, or who observe an incident of this nature are required to immediately report the information or incident directly to their immediate supervisor or shift supervisor.

VISITING

SATURDAY: 1:00 PM, 2:00 PM, 3:00 PM.

Each visit is approx. ¾ hour in length. All visits are scheduled. Family or friends wanting to schedule a visit should call 667-6539 on Friday.

EVENING VISITS: MON - THUR 8:00 PM, 9:00 PM

Each visit is approx. 3/4 hour in length.

All visits are scheduled. Family or friends wanting to schedule a visit should call 667-6539 on the day they want to visit. Each inmate shall be limited to one (1) scheduled visit per day. The public will be limited to one (1) visit per week. These visits are limited in number and availability and when visit times are full no more will be accepted. Professional agencies, including attorneys and bondsmen, may visit you at any time EXCEPT from 5:00-7:15 AM, 4:30-5:30 PM, 6:45-7:15 PM, and 11:00 PM- 12:15AM

WRITTEN REQUEST ("KITE")

You may make requests by writing to appropriate jail personnel. Be sure to include your name, housing unit and date.

PINK KITE: Used for Medical, Dental or Mental Health needs. IF YOU HAVE AN EMERGENCY TELL CORRECTIONS STAFF IMMEDIATELY.

YELLOW KITE: Used for all other needs. To find out release dates, bail amounts, balance of money account and requests for special programs (Work Release, Home Monitoring, Adult Education or Substance Abuse Programs) No answers will be given to requests that contain profanity, obscenity or a collective protest or petition. **Do not put more than one request on each kite, as they may need to go to different departments.**

GREEN KITE: Mental Health requests.

SANITATION GUIDELINES

All inmates are expected to both clean their living area and shower daily. Do not retain food items or nuisance contraband. All personal items must be kept in an orderly fashion and should not exceed the amount of property that can be placed in a property bin. Utilize laundry services provided for your personal socks, shirts, and underwear as well as linen/uniform exchange which is conducted once a week. Use sanitary bathroom habits and wash hands regularly to prevent the spread of disease.

INMATE RIGHTS AND PRIVILEGES

You have the right to humane treatment with respect, impartiality and fairness. You shall be informed of the rules, procedures and schedules concerning that which directly affects you within this facility. You have the right to religious affiliation and voluntary religious worship. You have the right to proper health care, including nutritious meals, clean bedding and clothing, the opportunity for regular showers, proper ventilation, regular exercise, toiletries, medical and dental treatment. You have the right to visit and correspond with your family and friends and to correspond with legal representatives, in keeping with facility rules and schedules. You have the

privilege, if eligible, to participate in education, vocational training and work opportunities, as resources are available and in keeping with your interests, needs, custody status and abilities.

EXPECTED BEHAVIOR

Our responsibility is for your personal safety during your stay. Your responsibility is to comply with the regulations of the institution and the directives of the staff members. Some regulations may seem restrictive to you, however, they are necessary to maintain a secure and humane environment.

The staff at Chelan County Regional Jail will assume that your behavior will be positive and rational. Your privileges will not be lost unless your behavior causes them to be. It is our belief that positive and responsible behavior should bring more free time and privileges. Irrational behavior will be dealt with through loss of privileges and free time. IT IS EXPECTED THAT YOU WILL COMPLY WITH OUR BEHAVIORAL GUIDELINES WHILE YOU ARE IN OUR FACILITY. IN GENERAL OUR EXPECTATIONS ARE THAT YOU WILL:

Follow staff directives and requests.

Respect corrections facility property and the property of others.

Maintain your sleeping area and surrounding common area in a clean, orderly, and sanitary fashion.

Maintain personal daily hygiene habits.

Behave in a rational and adult manner.

Unacceptable behavior will result in being charged with a violation of in-house rules, and will fall into a MAJOR or MINOR infraction category.

SMOKING

In accordance with Washington State Law, Chelan County Regional Justice Center is a non-smoking facility. Smoking of **ANY** substance can result in an infraction.

MINOR VIOLATION

MINOR violations are handled by the Floor Officer(s), and may result in restriction to your room and privilege loss. Repeated commission of MINOR violations will be handled as a MAJOR violation. Your third minor violation within a 30 day period will be treated as a Major violation.

MINOR VIOLATION PROCEDURES

If you are charged with a MINOR violation, you will be advised either verbally or in writing of the action you took which was a violation, and what minor rule you are alleged to have violated. The Floor Officer will advise you what sanction he/she feels is appropriate to the violation, and will advise the Shift Supervisor of their decision. The Supervisor, as an impartial third party, will review the facts and has the option of directing a modification of the sanction if they deem it appropriate

SANCTIONS MINOR

- 1 Written warning or reprimand
- 2 Loss of any privilege such as television, commissary, recreation, telephone, or mail (except legal correspondence) not to exceed one week
-1st infraction in a 30 day period- Disciplinary Segregation
not to exceed 1 day or loss of related privilege
- 3 -2nd infraction in a 30 day period- Disciplinary Segregation
not to exceed 3 days or loss of related privilege
-3rd infraction in a 30 day period- Disciplinary Segregation
not to exceed 5 days or loss of related privilege.

***Third minor violation in 30 days will be treated as a major violation.
(MAJ 419)***

PROHIBITED ACTS - MINOR

MIN	101	Swearing or using vulgar language, verbal obscenities, name calling or finger gestures, directed specifically at a staff member or making obscene, ridiculing, or degrading comments towards a staff member
MIN	102	Disturbing the sleep of other prisoners. No noises that may reasonably disturb the sleep of others is allowed after facility lockdown (11:00PM)
MIN	103	Possession of money or anything of value, unless authorized.
MIN	104	Possession or introduction of contraband. Contraband is anything not authorized for retention and not issued to inmates by regular channels.
MIN	105	Any authorized item(s) which has been altered to serve a purpose other than, that which it was originally intended is contraband.
MIN	106	Lying to a staff member.
MIN	107	Intentional failure to follow published safety or sanitation regulations.
MIN	108	Encouraging other inmates to break jail rules or refusing to follow legitimate orders given by jail staff.
MIN	109	Failure to keep cell and or personal items in a clean orderly manner
MIN	110	Excessive use of call button for other than an emergency. Any repeated use of the call button for anything other than a life threatening emergency

MIN	111	Possessing any clothing other than that issued by the jail other than approved underwear, t-shirts, and socks.
MIN	112	Possession of excess issued items. I.E: blanket, sheet, towel, mattress cup or spork (unless authorized in writing)
MIN	113	Running or horseplay in the cell areas. Any physical contact such as pushing shoving, sparring, or any combative posture
MIN	114	Affixing anything to the walls, doors, windows, light fixtures or cell furniture. Any item attached or hung from anything which obstructs view of any part of the living unit.
MIN	115	Deliberate tampering with or closing the door of a room other than the room assigned.
MIN	116	Failure to remain in your assigned area during lockdown and or counts
MIN	117	Retaining food items, other than commissary orders, in room or bunk area for later consumption. NOTE: All food served during mealtimes will either be consumed or removed with the food trays. This includes fruit and bread.
MIN	118	"Fishing" between cells and or sallyport or attempting to deliver or procure items from another cell.
MIN	119	Disobedience of verbal or written orders from jail personnel.
MIN	120	Personal property and commissary shall not exceed the amount that can be stored in a personal property bin.
MIN	121	Giving, selling, borrowing, lending, or trading money or anything of value to or accepting or purchasing money or anything of value from, another inmate or that inmate's friend(s) or family the value of which is less than ten dollars.
MIN	122	Smoking of ANY substance.
MIN	123	Being improperly attired inside or outside of the living area (shirtless, no pants, use of head coverings or headbands, etc.)
MIN	124	Failure to return meal trays as instructed or attempting to

take or possess extra meal trays.

MIN	125	Any attempts (hand gestures, verbal, or written) to communicate with inmates not assigned to the same living unit. This includes any time an inmate is outside of the living unit in facility hallways or recreation yards.
MIN	126	Any use of another person's PIN number for any reason
MIN	127	Intentional failure to immediately lock down in a segregation unit when instructed to by a staff member
MIN	128	Making continued loud noises, shouting, yelling, singing, kicking, banging, or any other persistent activity which disrupts order in the facility
MIN	129	Any abuse of the grievance process such as continual frivolous grievances or re-submission of a grievance which has been responded to

MAJOR INFRACTIONS

MAJOR infractions are considered serious offenses and may result in transfer to Disciplinary Segregation, restricted dayroom access, loss of outside recreation, loss of good time, family visitation and commissary privileges being denied, and / or criminal charges being filed. A major infraction is defined as the violation of any law of the State of Washington, to include any act that threatens or causes harm to another person or of violation of any of the rules described below.

MAJOR HEARING PROCEDURE

- You will be notified either verbally or in writing of the time and location of the Disciplinary Hearing, and the Hearing Officer that will be present, at least 24 hours prior to the hearing.
- You will be asked to attend the hearing, but have the option of waiving your right to appear, in writing or refusing to attend. If you refuse, the hearing will be held, as scheduled, without your presence.
- You may call witnesses, but if not practical for safety or security reasons, you may be asked to submit questions you want asked of them. Witnesses may be other inmates or staff members.
- You may request a staff member, to be designated by the Hearing Officer, to assist you during the hearing process.

At the end of the hearing, the Hearing Officer will review the facts and testimony given and make a finding. Your hearing will be recorded and the basis for the finding documented. The findings will be submitted to a staff member designated by the Director for review of evidence, findings, and adherence to procedure. A written copy

of the Hearing Officer's findings will be forwarded to you. If you are found not guilty, all reference will be removed from your custody file.

MAJOR HEARING APPEAL PROCEDURE

Inmates may appeal any findings or sanctions imposed by the Hearing Officer. The appeal must be submitted in writing to the Classification Sergeant or Chief Deputy on an Inmate Grievance Form within 72 hours of the inmate being verbally advised of the Hearing Officer's findings. A determination whether the original findings will stand, be modified, or reversed shall be made by the Classification Sergeant, Chief Deputy or his designee within 72 hours of receipt of the appeal excluding weekends and holidays. A written summary of the findings will be presented to the inmate. The decision of the Classification Sergeant or Chief Deputy is final.

Catergory A, Serious – Up to 90 days Loss of Good Time, Up to 30 days Disciplinary Segregation

Catergory B, Moderate – Up to 60 days Loss of Good Time, Up to 20 days Disciplinary Segregation

Catergory C, Minimum –Up to 30 days Loss of Good Time, Up to 10 days Disciplinary Segregation Extra Work Assignments, Loss of Privileges.

Up to 30 days loss of mail, visitation, or commissary privileges if the Infraction is related to the privilege (except for legal correspondence)

CATEGORY A

MAJ 201 Any act which would constitute a Felony, Misdemeanor, or Gross Misdemeanor while incarcerated.

MAJ 202 The refusal or failure upon request to follow any written or verbal order given by jail personnel, which causes or tends to cause:

- A. Delay or interference in court proceeding.
- B. Delay in headcount or lockdown.
- C. The diversion of jail personnel.
- D. The destruction or damage to county property.
- E. Delay of medical care

MAJ 203 Engaging in or attempting to engage in any sexual act with others within the facility.

MAJ 204 Intentionally or recklessly setting a fire or possessing any fire making material.

MAJ 205 Possession or introduction of an explosive device or any ammunition.

MAJ	206	Possession or introduction of a gun, firearm, weapon, sharpened instrument, knife, or unauthorized tool.
MAJ	207	Giving or offering any staff member a bribe or anything of value for a service or favor.
MAJ	208	Rioting or inciting others to riot or creating/ participating in a group disturbance.
MAJ	209	Threatening a Chelan County Regional Justice Center Employee or their immediate family.
MAJ	210	Assaulting or attempting to assault staff, volunteer, or authorized visitor.
MAJ	211	Throwing any item or substance at or in the direction of a staff member

CATEGORY B

MAJ	301	Fighting with another inmate.
MAJ	302	Striking, hitting, or throwing any object or substance at any other person.
MAJ	303	Extortion, blackmail, demanding or receiving money or anything of value in return for protection against others, or under threat of informing.
MAJ	304	Claiming to be another person for any reason or purpose.
MAJ	305	Intentionally or recklessly destroying or damaging county property or the property of other person in the excess of \$50.00
MAJ	306	Tampering with or blocking any locking, safety, or emergency device or deliberately deceiving staff in order to avoid proper use of a locking device
MAJ	307	Possession, introduction or use of any narcotics, controlled substance, intoxicant or drug not authorized for use by medical staff.
MAJ	308	Possession of any officer's, staff clothing and/or personal items.
MAJ	309	Becoming intoxicated, or under the influence of an unauthorized drug, narcotic, or controlled substance while

in jail or outside the jail on jail supervised or related activities or work assignments.

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| MAJ | 310 | Attempting to commit or aiding another person to commit a serious infraction. Such action shall be considered the same as commission of the offense itself. |
| MAJ | 311 | Tampering with, damaging, or manipulating part of the facility building structure to include, but not limited to: electrical outlets, ceilings, cell windows, cabinets, sinks and shower fixtures, air vents, lights, television sets, telephones, chairs, tables and cleaning carts. |
| MAJ | 312 | Causing injury to another person by resisting orders, resisting assisted movement or physical efforts to restrain. |
| MAJ | 313 | Deliberately exposing staff or inmates to bodily fluids/excretions. |
| MAJ | 314 | Possession or use of cell phone or any electronic device. |
| MAJ | 315 | Any attempt to create an intoxicant using items not authorized for retention such as fruit, bread, etc. |

CATEGORY C

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| MAJ | 400 | Attempting to or engaging in any physical attack which creates the risk of physical injury |
| MAJ | 401 | Yelling, shouting, or otherwise making noise for the purpose of disrupting the order of the jail which causes any disruption to the orderly operation of the facility |
| MAJ | 402 | Intentionally or recklessly destroying or damaging county property or the property of another person or possessing damaged property less than \$50.00. |
| MAJ | 403 | Lying to a staff member with intention of causing an innocent person to be penalized. |
| MAJ | 404 | Stealing or knowingly possessing stolen property. |
| MAJ | 405 | Attempting to defraud the jail in any form. |
| MAJ | 406 | Unauthorized use of an over the counter medication or failure to take prescribed medication as required when administered under supervision. Any attempt to retain |

prescription medication for later consumption or to distribute to another

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| MAJ | 407 | Gambling or possessing of gambling paraphernalia. gambling for anything of value to include commissary items, meal trays, or phone minutes. |
| MAJ | 408 | Threatening another person with bodily harm or with any offense against his/her person or property. |
| MAJ | 409 | Sending mail outside the facility to be mailed back to another inmate. |
| MAJ | 410 | Participating or engaging in any activities of any, organization, gang or security threat group; or wearing, possessing, or affixing to cell walls/furniture the symbols of an organization, gang or security threat group. |
| MAJ | 411 | Being tattooed while incarcerated, tattooing another, or possessing tattoo paraphernalia. |
| MAJ | 412 | Use of mail or telephone in violation of court order, local, state, or federal law. |
| MAJ | 413 | Theft of food the value of which is more than five dollars. |

CATEGORY C CONTINUED

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| MAJ | 414 | Failure to follow a medical directive and/or documented medical recommendations. |
| MAJ | 415 | Providing false information to the disciplinary hearings officer or on the disciplinary appeal. |
| MAJ | 416 | Deliberately flooding a cell or other area of the facility. |
| MAJ | 417 | Giving, selling, borrowing, lending, or trading money or anything of value to or accepting or purchasing money or anything of value from, another inmate or that inmate's friend(s) or family. |
| MAJ | 418 | 3 rd Minor Infraction within 30 days. |
| MAJ | 419 | Urinating, defecating or placing feces or urine, in any location other than a toilet or authorized receptacle. |
| MAJ | 420 | Deliberately and/or willfully exposing, showing, or exhibiting one's genitals, breasts, or buttocks. |

Public masturbation or indecent exposure.

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| MAJ | 421 | Physically resisting a staff member in any way. |
| MAJ | 422 | Use of possession of tobacco products or vaping substance/
paraphernalia. |
| MAJ | 423 | Refusing any assigned housing other than Inmate Worker
without reasonable cause relating to the safety and security
of the facility. |
| MAJ | 424 | Putting or having money put on another's commissary
account while in custody. |
| MAJ | 425 | Any intentional disruption to the orderly operation of the
facility which hinders Chelan County Staff from
performing daily task such as bookings, releases, inmate
escorts, etc. |